

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Audio-Visual Equipment Operator

Class Code: 20630

A. Purpose:

Inspects, evaluates, and processes audio-visual materials and operates and makes minor repairs or adjustments to audio-visual equipment to provide readily accessible, good quality materials which meet the needs of the patrons.

B. Distinguishing Feature:

The Audio-Visual Equipment Operator inspects, evaluates, and processes for circulation a variety of audio-visual materials including cassettes and films using inspections and cleaning machines. The position does not work extensively with the major repair and maintenance of a large variety of audio-visual machines or equipment.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Operates audio-visual equipment to properly review and inspect new or potentially damaged films, cassettes, and other audio-visual materials.
2. Operates inspection and cleaning machines to inspect and clean films to prolong their use.
3. Reviews, processes and cleans films to prepare for circulation to meet patrons' audio-visual requests.
4. Maintains records to document amount of damage found and repair recommendations made on films, cassettes, and tapes.
5. Performs other work as assigned.

D. Reporting Relationships:

Typically does not supervise, but may provide work direction to new staff as needed.

E. Challenges and Problems:

Challenges include accurately inspecting and recommending films and tapes for repair, replacement or withdrawal; properly cleaning films and cassettes; properly operating and maintaining audio-visual equipment; maintaining updated records of materials and use, and dealing efficiently and effectively with patrons and their requests.

F. Decision-making Authority:

Decisions include whether repair is needed for films and cassettes and if cassette books are completed and in order.

Decisions referred include removal of materials from collection, ordering replacement footage, repairing equipment, and expenditure of funds for supplies.

G. Contact with Others:

Daily contact with the public to schedule materials and with co-workers to prepare materials for circulation.

H. Working Conditions:

Typical office environment. Possible hazards include exposure to toxic cleaning chemicals.

I. Knowledge, Skills and Abilities:

Knowledge of:

- audio-visual equipment use and operation;
- audio-visual materials maintenance;
- record keeping.

Ability to:

- operate audio-visual equipment;
- operate cleaning equipment;
- maintain and repair films, cassettes, and other audio-visual materials;
- keep records;
- deal tactfully with the public;
- communicate information clearly and concisely.